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ABSTRACT

This guide serves as an academic departmental planning instrument and provides a description of the various collections, goals, and policies of Southeast Missouri State University's Kent Library. An overview provides information about the library's mission, funding sources and allocation procedures, departmental library liaisons, overall selection criteria, and nondisciplinary and interdisciplinary criteria. The second section describes 17 of the library's collections, including the general and periodical collections, reference, microforms, rare books, and the browsing collections and describes the kinds of materials that are added to the collections. Policies governing acquisitions, by purchase and by gift, and their disposition once they have been acquired are described in the third section. The next section covers interlibrary loan policies, and the last section describes the purpose of departmental library profiles and procedures for developing the profiles. The form used to collect information for the profiles is attached, but the individual profiles from the complete guide are not included in this document. (KRN)

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KENT LIBRARY
COLLECTION DEVELOPMENT POLICY

AND

DEPARTMENTAL LIBRARY SELECTION PROFILES

May 1, 1991

Kent Library
Collection Development and
Management Committee
Ed Buis, Chair

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CONTENTS

Page

OVERVIEW

Funding 2
1. Department Allocations 2
2. Library Allocation 2
3. College Collection Development Monies 2
4. Kent Library Program Endowment Fund 2
Library Liaisons 3
Selection of Materials 3
Kent Library Regular Allocation 4

COLLECTIONS

General Collection 6
Periodicals Collection 6
Indexes and Abstracts 6
Fiction Collection 7
Reserve Collection 7
1. Two hour 7
2. Three-day 8
3. One-week 8
Reference Collection 8
Selection 8
Weeding 9
Types of Reference Material 9
Reference Collection - Priorities Profile 10
U. S. Government Document Collection 11
Missouri Documents 12
Microform Collection 12
Instructional Materials Collection 13
Selection of Instructional Materials 13
Collections Housed in the Instructional Materials Center 14
SEMOS Collection 15
Special Materials Collection 15
University Archive 16
Regional History Collection 16
Rare Book Room 16
Q Collection 17
Browsing Collection 17

POLICIES GOVERNING THE ACQUISITION AND DISPOSITION OF MATERIALS

Library Initiated Requests 18
Departmental Requests 18
Binding of New Materials 18
Rebinding of Materials 19

Page

Continuations 19
Serials 19
Series 19
Sets 20
Gifts 20
Textbooks 22
Duplicates 23
Foreign Language Material 24
Replacements 24
Monographs 24
Periodicals 25
Special Facsimile Material 25
Superseded Editions 25
Out-of-Print Materials 26

INTERLIBRARY LOAN 27

DEPARTMENTAL LIBRARY PROFILES

Accounting and Finance
Administrative Services
Agriculture
Art
Biology
Chemistry
Communication Disorders
Computer Science
Criminal Justice
Earth Science
Economics
Educational Administration and Counseling
Elementary and Special Education
English
Foreign Languages
Health and Leisure
History
Human Environmental Studies
Industrial Technology
Management
Marketing
Mass Communications
Mathematics
Music
Nursing
Philosophy and Religion
Physical Education
Physics
Political Science
Psychology
Secondary Education
Social Work
Sociology and Anthropology
Speech Communication and Theatre

OVERVIEW

This Collection Development Policy has been devised as a guide to assist Kent Library in exercising its collection development responsibilities. The policy is both an academic departmental planning instrument and a description of the various collections, goals, and policies of Kent Library. The university library collection contributes directly to the university's educational function. Therefore, this document is not a rigid entity and is subject to change and shifting function, reflecting the environment in which it exists.

Kent Library is a major educational and cultural resource of Southeast Missouri State University and the southeastern section of the state of Missouri. Reflecting the diversity of the educational, research, and public service goals of the university, Kent Library perceives as its basic mission the support of the instructional, research, and service goals of the university; the provision of library resources at all academic levels; and the fostering of cooperative library endeavors. This mission may be expressed in terms of the functions of the component parts of the organization:

> Public Services. The Public Services program strives to bring together users with defined needs and information resources which can fulfill those needs. Maximum effectiveness of the library's resources then will be achieved, and their utilization in teaching and research will be facilitated and encouraged.
>
> Technical Services. The Technical Services program is designed to acquire all forms of library materials which are germane to the instructional programs of the university, to process these materials for use, and to create and maintain the necessary records which will identify the holdings of the university library and provide for their retrieval.

These functions relate directly to the teaching, learning, and research functions of the university. Faculty and students will be helped or hindered in the pursuit of their teaching, learning, and research activities by the degree to which the library can satisfy their informational needs.

This document is also based upon the recognition that no university library can operate in an arena immune from external factors. Therefore, while planning Kent Library's collections for not only the present, but future needs, it is accepted as an unequivocal fact that Kent Library is not a free floating organization. It is an institutional unit subject to constraints on funding, staffing, and space. Although it is assumed that any support unit's plan of activity should have as

its goal the "ideal," this document is also written with an awareness of the "real." The time is past for an academic library simply to add books to its collection. There must be a goal toward which the library is headed, regardless of funding considerations. The eventual selection of one item for purchase and the rejection of several others because of budgetary constraints or departmental philosophies assumes a plan or direction. It is that plan which this collection policy seeks to set forth.

Funding

Resource materials are added to the collections of Kent Library through four primary methods of purchase. In each method, the interaction of university faculty and library staff combines efforts to insure the strongest acquisition intensity levels within funding constraints. Purchased library resources are added to Kent Library's collections through the following allocation procedures:

1. Department Allocations. The library allocates funds annually to each academic department for purchase of library materials. This system enables departments to select published works in their subject fields. While it is the policy to maintain department allocations, this traditional approach alone cannot meet the ever changing needs of a university's curriculum in the 1990's and beyond.

2. Library Allocation. Kent Library Faculty selects reference and other resource materials on the basis of need. Because of the limited funds retained by the library for collection development, library acquisitions can do little more than update reference material.

3. College Collection Development Monies. The College Collection Development Monies, when available, will be awarded for one year. The amount of money available for any college will vary from year to year depending on needs. The Library Director, Collection Development Librarian, and College Dean will jointly determine where the funds should be placed within the respective college.

4. Kent Library Program Endowment Fund. The Kent Library Program Endowment Fund can initiate a new thrust in collection building. The use of interest accrued from the endowment fund is restricted to the purchase of print materials (including print microforms). Through competitive proposals, departments or program directors submit written justification as to why the proposed new activity, subject collection weakness, or special program need should receive an allocation of funds to strengthen library holdings. This

system allows funds to be placed where the greatest needs exist.

In addition to the annual allocation procedures for acquiring library support materials, the library must be informed of forthcoming research and degree programs, as well as shifts in existing curriculum emphasis. The objective of any well planned collection development policy is to reflect the long range goals and mission of the university programs. Major shifts in emphasis cannot always be met by the library's standard methods of allocating its acquisition monies. If large scale new activities are initiated by university planners, then extra funds must be appropriated to support the desired activities.

Library Liaisons

At Southeast Missouri State University a key component in the allocation, acquisition, and informational process between Kent Library and the university at large is the concept of departmental library liaisons. Each academic department on campus designates an individual to serve as that department's library liaison.

Each department liaison serves as the official communication link between the Collection Development Librarian and the departmental faculty. The library liaison plays an integral part in the communication process between library and departmental faculty. Although all faculty members may be involved in material selection and are encouraged to work with the library faculty on numerous individual matters, it is the department liaisons who serve as the link between the library and the building of individual departmental subject collections.

Selection of Materials

In the most general sense, the selection of material to be added to Kent Library's collections rests, in theory, with all members of the Southeast Missouri State University faculty, staff, and students. The direction of collection building is influenced by a variety of factors, most of which are determined by university, college and departmental goals and objectives. Within each departmental budget allocation, the selection process is heavily influenced by that department's library profile or general areas and levels of acquisition activity.

Although departmental selection parameters are weighed heavily in the department's collection building process, certain

overall selection criteria must be viewed as the standard collection philosophy. Specific selection criteria which should be considered paramount in any library acquisition program are the following:

* the library needs of each academic department's program of instruction

* material for the stimulation of research and creative activities of faculty and students

* and materials to meet the standards of professional and accrediting agencies of the various academic disciplines

While individual departments and their faculty define specific selection criteria, it must be remembered that Kent Library has the responsibility to Southeast Missouri State University to support the overall mission of the university. It is the ultimate responsibility of the selection process, with its many and varied participants, to ensure the university's mission and purpose is not dismantled for narrow, short term, or individual objectives. The breadth, depth, and variety of the library's collection, in generally agreed upon amounts, are the key characteristics in any collection development philosophy.

The following Collection Development Policy for Kent Library has been developed by the library's Collection Development and Management Committee and the university faculty, in order to clarify and coordinate the academic department's subject selection priorities and the general acquisitions policies of Kent Library. This policy is intended to be periodically reviewed.

Kent Library Regular Allocation

As is indicated by Kent Library's Collection Development Policy, academic department faculty are the primary selectors in adding resources to the library collection. Each academic department is requested to review the nature and scope of its present and future curricular support needs, as well as instructional priorities, and to develop a departmental library profile. Library funds are allocated to give direct support to the departmental curricular and research needs in accordance with departmentally defined selection goals and objectives.

It must be conceded that Kent Library's Collection Development Policy, as any single document, does not guarantee that all potentially important works in a number of areas will be purchased. Even if the faculty in the various departments support their "profile" and acquire material to support their

curriculum, individual titles of an interdisciplinary nature, which might fall into any number of subject fields, may be overlooked by any one departmental faculty. Although academic departments must carry the selection burden of library acquisitions in their defined area or discipline, Kent Library does attempt to fill the interdisciplinary or nondisciplinary gaps which may fall between the areas of departmental selection responsibilities.

Below is a representative listing of nondisciplinary and interdisciplinary areas in which Kent Library attempts to acquire materials.

* Materials of interest to the general population of the university region.

  A number of resources in this category are purchased each year, such as self-help materials, materials on alcoholism, drug and tobacco dependency, the handicapped, travel guides, home gardening and other crafts and hobbies. Also in this category might be included materials on health and safety, career planning, equal opportunity and affirmitive action resources.

* Lay approaches to subjects within academic areas.

  An author's approach to a particular subject matter is important in distinguishing this type of material. Examples of such writings could be in the area of natural science, where a variety of authors have provided the general reader with insights into life without necessarily contributing to scientific progress.

* Materials which bridge academic disciplines, such as:

  Books on sociology or psychology, clinical psychology or psychotherapy can overlap and cause confusion in selection among individual department faculty.

* "Hot topics" and miscellaneous areas. These areas change with time, but currently several areas are:

AIDS	Economics of health care
Drugs	Health Maintenance Organizations
Smoking	Strategic Defense Iniative (SDI)
Third World debt	

COLLECTIONS

General Collection

The General Collection encompasses the majority of resources in Kent Library and contains material which primarily supports the breadth of the university's curriculum. The collection consists of cataloged material available for loan to university students and staff, and to residents of the state of Missouri, under the general guidelines and policies of Kent Library. Most of the material is in the form of monographs acquired primarily through faculty selection. The collection is located in an open stack area, on the third and fourth levels of the library.

Periodicals Collection

Periodicals, including newspapers, constitute an integral part of Kent Library's total collection and are shelved on the library's main level. Most subject related periodicals are selected by the appropriate faculty and the subscriptions are sustained by departmental periodical allocations. Within departments, holdings are influenced by departmental collecting profiles, as well as program emphasis and budget considerations.

Approximately 2,800 periodicals are on the library's current subscription list. The Collection is arranged alphabetically by title, with the current issues shelved separately from the earlier issues (i.e. in a separate alphabet). Microfilm copy of journals, if present, is shelved with the bound volumes. Newspapers on microfilm are available at the Periodicals Desk. Microfiche copy is housed in cabinets near the periodicals shelves and filed alphabetically by title. Some older periodical titles are shelved in the Periodicals Storage Area located on Kent Library's level four.

Indexes and Abstracts

Access to periodical literature is gained through periodical indexes and abstracts which are located on the main level of Kent Library, near the Periodical Collection. Kent Library has numerous special indexes and abstracts covering most subjects

represented in the university's curriculum. A complete list of indexes and abstracts is located in the periodical area.

Fiction Collection

Kent Library's Fiction Collection is an established collection which is currently undergoing review.

Basically, novels by a wide range of authors have been combined in past years to form the Fiction Collection. Currently, works by authors who have been assigned a literature classification number in Kent Library are being moved to the general literature collection on a time available basis. Also, works of other authors of some note or literary acclaim are being reviewed for possible inclusion in the collection.

Reserve Collection

The purpose of a Reserve Collection is to facilitate the orderly sharing of material containing course-related assigned readings. In this way a limited number of copies can provide for the needs of many students. The guideline for ordering multiple copies of reserve books is one copy for every twelve to fifteen students enrolled in the course per semester.

Materials are placed on reserve at the request of an instructor for one semester, unless a shorter period of time is indicated. By the use of the departmental allocation, materials not currently in Kent Library should be ordered by the requesting faculty member one semester in advance of anticipated use. These requests should not only be made well in advance of anticipated usage, but should be clearly marked "Reserve," with the semester indicated when they will be used. When current Kent Library materials are to be placed on reserve, a list should be given to the Reserve Librarian at least one week in advance of assignments. Personal copies may be placed on reserve, but the library cannot be held responsible for their loss or mutilation. Current copyright laws do apply to duplicated materials placed on reserve.

Kent Library has three types of reserves:

1. Two hour, in which materials are, in most instances, to be used within Kent Library on a two hour sign out basis. These materials may be checked out one hour

prior to closing time and returned one hour after the library opens the next day.

2. Three-day, in which material may be checked out any time the library is open and must be returned no later than one hour after the library opens on the third day.

3. One-week, in which material may be checked out at any time and returned within one week.

Reserve forms may be obtained from the Circulation/Reserve Librarian whose office is located near the main entrance of Kent Library, behind the Circulation/Reserve counter.

Reference Collection

The Reference Collection in Kent Library is a non-circulating collection built upon the need for quick access to specific information, and designed to meet the basic research and curricular needs of Southeast Missouri State University. A secondary function of the Reference Collection is to provide resources and services for general research and informational needs to the entire Southeast Missouri region. Although there is no established absolute limit on the size of the Reference Collection, it is generally understood to be a product of existing demand, change in university programs, student enrollment, library related activity within the curriculum, and realistic budget considerations. Although source material may not be available in Kent, user access to the material is possible via interlibrary loan, automated searches, and referral. The materials in the Reference Collection are reviewed on a regular basis. Specific titles may be weeded or shifted to the general stacks area.

Selection

The primary responsibility for pursuing a systematic and continuous acquisitions program for the Reference Collection in Kent Library falls to the Reference Librarians, in conjunction with the Collection Development Librarian and other library faculty. Currency of the Reference Collection is maintained through standing orders, sequential orders, and individual purchases.

Selection of an item for addition to the Reference Collection is made on the basis of the following criteria:

* Any weakness in the existing collection which is related to the current needs of the university.

* Material which is generally considered useful to the university and the community.

* Faculty recommendations within their subject fields.

* Reputation of an author or publisher.

* Favorable reviews in basic reference and/or library publications.

* Resources which update older material.

Weeding

Evaluation of material presently in the Reference Collection is as important as acquiring new materials for the collection. In most respects, Reference Librarians follow the same principles and guidelines in weeding the collection as in purchasing material for the collection.

Two methods are used for weeding the reference collection: first, automatic weeding of older material (either discarding or moving to the general stacks area) as newer material becomes available for purchase; and second, general periodic weeding by the Reference Librarians.

Types of Reference Material

The following types of reference materials will be included in the collection:

* Encyclopedias: The Reference Collection will include the most recent editions of several university level encyclopedias.

* Dictionaries: The Reference Collection will include English language dictionaries and dictionaries in the major languages associated with the foreign language and international studies programs at the university.

* Almanacs and yearbooks: The Reference Collection will include several of the major almanacs and selected yearbooks.

* Handbooks: The Reference Collection will include handbooks in all fields of study related to the university's curriculum.

* Indexes and Abstracts: The Reference Collection will include as many indexes and abstracting services as possible in support of the university's curriculum within budgetary limitations.

* Bibliographies: The Reference Collection will include a wide selection of bibliographies on broad topics, but will not include single author or subject bibliographies.

* Directories: The Reference Collection will include the major directories (national, trade, as well as subject) in numerous fields of interest to students, faculty, and administration of the university.

* Guides: The Reference Collection will include major reference guides in various subject areas as well as guides to assist students in term paper writing.

* Legal Material: Current updates of the Supreme Court Reports, Supreme Court Reporter, U.S. Code, and Missouri Statutes will be maintained to the degree that is economically feasible.

* Atlases and gazetteers: The Reference Collection will include numerous atlases with current information pertaining to the United States and the world.

* Miscellaneous: The Reference Collection will include selected corporate reports, college catalogs, vertical file information, etc.

Reference Collection - Priorities Profile

Priorities and projected needs to strengthen the Reference Collection over the next three years include the following:

* Biographies: Minority biographies need to be emphasized. Also, the general biographical collection should be enhanced within the Reference Collection.

* Geography: Both scholarly and travel material are needed.

* Careers: The Reference Collection needs to be current in this area to reflect a dynamic and changing job market.

* Business: Materials are needed to enhance current holdings.

* Science and Technology: Materials need to reflect current research and theory.

* Encyclopedias, Unabridged Dictionaries, Thesauri: Through planned purchases a system will be developed to update specific older editions on a rotating basis.

This Reference Collection Profile shall be reviewed every three years.

U.S. Government Document Collection

As a partial depository for U.S. government documents, Kent Library selects federal publications on the basis of the instructional and research needs of Southeast Missouri State University and for the general informational purposes of Missouri's 8th Congressional District. Items are acquired through regular depository distribution as well as occasional purchase. Kent Library has been a partial depository since 1916 and presently receives approximately 54% of the available depository material. Most of the material received in the depository is selected by the Documents Librarian from surveys (lists of new documents) which are received with document shipments. In addition to survey selections, university faculty and library staff are encouraged to assist with material selection. Kent Library maintains the "Core Collection" of Federal Documents as described in Appendix A of Guidelines for the Depository Library System. The strongest subject selecting areas within Kent's Federal Documents Collection are represented by documents from the following United States governmental departments/agencies:

Census Bureau
Congress
Education
Health and Human Services
Interior
Library of Congress
Small Business Administration

Even though the majority of federal depository materials are free when acquired, the addition of such material to Kent Library involves a financial commitment to provide personnel, equipment, and space necessary to process and maintain them. On occasion, certain government publications of a non-depository nature may be purchased. Also, replacement material is purchased when deemed necessary by the Documents Librarian.

Most Federal Documents (hard copy) are housed in the southeast corner of the third level of Kent Library. Some selected documents are cataloged and placed in other locations. Most Federal Documents, with specific exceptions such as the Serial

Set, may be retrieved and charged out through the main library circulation desk. Documents on microfiche are located near the appropriate readers in the second floor periodical area.

Missouri Documents

The Missouri Documents Collection dates back to the beginning of the Missouri Depository Program in January 1977. Kent Library was accepted as a full depository at that time and now houses a complete collection of all depository items published by the State of Missouri. Some earlier Missouri documents are also located within the depository. Missouri publications are housed with the Federal Depository items, located on the third level of the library and may be retrieved and charged out through the library's main circulation desk.

Microform Collection

The library acquires microforms because they generally cost less than other formats, require less storage space, and/or because the specific material is not available in any other format. Also, preservation considerations may become a factor. Generally, the guiding principle in the decision to purchase microforms for Kent Library is that content is more important than format, so long as the format is usable within Kent Library.

All microform purchases are considered to be permanent contributions to the collection. Thus, durability and relevant physical standards must be considered when purchasing microforms. Also, the information a microform item contains must be potentially accessible to all library users, not by the requester alone. Therefore, certain standards for internal arrangement of information, for internal indexing, and for external finding aids, must be met prior to purchase. Similarly, the material must be such that standard cataloging and retrieval techniques can be applied.

When a large microform collection is being considered for purchase, Technical Services faculty consult with the requester and the Reference Faculty to establish the degree of cataloging to be applied to the collection.

Instructional Materials Collection

The Instructional Materials Center is a combination audiovisual and curriculum resource library. Resources in this area basically support the university's teacher education program and give students access to a curriculum library which houses classroom materials used by teachers and students. These resources include the "Youth" collection, which is used primarily by students taking children and adolescent literature courses. The I-M Center also offers a wide range of non-print materials and audio visual equipment in support of the university's educational program.

Guidelines for determining the types of materials to be housed inInstructional Materials Center:

A. Non-print

1. All non-print materials, except microfilm microfiche, and 16mm film
2. Multi-media programs and/or kits

B. Print

1. Curriculum guides
2. Lesson Plans
3. Career guidance materials
4. Educational tests
5. Books accompanying or accompanied by non-print medium
6. Bibliographies of non-print materials
7. Children's books and bibliographies of children's books
8. Materials designed to be used directly in classroom instruction by the teacher or student(s).

Print materials related to education not housed in Instructional Materials Center:

A. Materials in which the content is primarily devoted to subjects of interest to teachers and administrators but not directly or immediately used in classroom learning process; e.g., subjects of techniques, discipline, administration, teacher relationships, etc.

B. Print materials about media subjects; e.g., selection, evaluation, purchase.

Selection of Instructional Materials

Instructional materials are selected by the faculty and library staff of the university. Purchase of materials is funded

through the allocation of the department or budgetary unit initiating the request. Purchased materials are channeled through Technical Services for cataloging, then routed to the I-M Center for physical processing.

Collections Housed in the Instructional Materials Center

IM Collection	Elementary and secondary textbooks and other resource materials to be used in the classroom by teachers and/or students. Textbooks are usually placed here by various companies but activity and resource materials may be purchased for the collection. Books are arranged by Dewey Decimal number with only the purchased items being listed in the catalog. Minimal cataloging done by the I-M Center Supervisor provides a shelf list and publisher file as record of the textbook materials housed here.
IM-C	Curriculum guides developed by state departments of education or an individual school that provide a general outline of study for a specific subject at a specific grade level. The materials are arranged by Dewey Decimal number and are listed in the catalog.
IM-R	Reference books that pertain to non-print materials. The materials are arranged by Dewey Decimal number and are listed in the catalog.
Y-R	Reference books that pertain to the "Youth" collection. The materials are arranged by Dewey Decimal number and are listed in the catalog.
"Y"	Fiction and non-fiction books that are appropriate for elementary and secondary students and a collection of picture books (Y-E) for pre-school and/or beginning independent readers. The materials are listed in the catalog.
Test Drawer	Standardized tests for elementary and secondary students. The tests are arranged by Dewey Decimal number and are listed in the catalog.
Non-Print	All types of projected media (excluding 16mm films) and audio recordings on disc or tape, purchased through library monies, are housed in the Center. Non-print material requests are considered for purchase if the Center maintains the equipment to operate the requested media.

Computer software requested for direct curriculum support is also housed in the Center.

SEMOS Collection

The SEMOS Collection consists primarily of monographs, authored or edited by Southeast Missouri State University faculty and graduate students. Materials are acquired through donation or purchase. Occasionally, if in the opinion of the appropriate individuals acquisitions are warranted, the following materials may be added to the collection through purchase.

* Published resources in which current Southeast Missouri State University faculty have made a significant contribution.
* Published material from former Southeast Missouri State University students.
* Privately published works, as well as non-monographic items.

Works of regional authors who have no direct relationship to Southeast Missouri State University are not included in the collection.

Special Materials Collection

Kent Library's Special Materials Collection is comprised of resources which, because of their unusual nature, require special consideration. Works which fall into any of the following categories may be added to the Special Materials Collection.

* Irreplaceable or scarce books
* Books highly susceptible to theft
* Important works in poor condition
* Signed gifts of authors of note
* Books with illustrations of importance
* Material of unusual size and shape

Material which the Collection Development Librarian and/or the Collection Development and Management Committee deem appropriate may be added.

University Archive

The University Archive serves as a research and resource center which focuses on institutional development and as an organized source of information on the institution's past. The archive includes publications, official records, personal papers, and organizational records. It is the official repository for noncirculating record copies of university publications and noncurrent office files of long-term research value. It is also a repository for the papers of faculty, staff, students, alumni, and organizations which have played significant roles in the development of the institution. Within the university's organizational structure, the University Archive is part of Kent Library and is housed as one of the library's special collections.

Regional History Collection

The Regional History Collection is a part of Kent Library and is housed in the Special Materials area. The collection contains materials concerned primarily with the historical, social and cultural elements of the Southeast Missouri region. Specific emphasis is given to the Southeast Missouri State University service area. Acquisitions for the Regional History Collection are primarily by donation.

Rare Book Room

The Rare Book Room houses the Charles L. Harrison Collection of Rare Books and the Louis Daniel Brodsky Faulkner Collection and other works of extraordinary value from the library.

The Harrison Collection consists of selective examples of books which are illustrative of the history of books and printing and books as an art form. Resources demonstrating printing technology, special paper and/or binding, illustrations of merit, and generally distinguished works on the printed book constitute the collection.

The Brodsky Collection contains more than 10,000 individual items consisting of printed works by and about William Faulkner. The materials consist of manuscripts, letters, drawings, photographs, legal documents, and other memorabilia.

Q Collection

This collection of oversized books (i.e. books which are too large to shelve in the regular stacks) is located on level four, near the Fiction Collection and the Periodical Storage area.

Browsing Collection

The Browsing Collection consists of uncataloged fiction and non-fiction books, mostly paperbacks, which are provided for pleasure, leisure, or general interest reading. A concerted effort is made to maintain the relevance of the collection through donation and purchase.

These books are located on book racks in the general browsing area on level three, overlooking the library's main entrance. They are checked out at the library's main circulation desk.

POLICIES GOVERNING THE ACQUISITION AND DISPOSITION OF MATERIALS

Library Initiated Requests

Monographic and audio-visual material purchase requests that exceed $150.00, as well as any standing order requests must be approved by the Collection Development and Management Committee. All new periodical subscription requests must also be approved by the committee.

Departmental Requests

Departmental requests which arrive in Kent Library without a purchase price and found by the Technical Services staff to be of exceptionally high cost, are returned to the individual requester for review. The department should review the request, bearing in mind the cost of the material in relation to the department's needs and previously established print/non-print priorities. The request may then be returned to Kent Library for processing and purchase.

Periodical requests will be accepted annually. However, the determinations to fund these requests will be made by the Collection Development and Management Committee based on departmental justification and available funding.

Binding of New Materials

Kent Library does not automatically bind all new paperbacks or other unbound items added to its collections. Through prearranged procedures, specified vendors automatically bind paperbacks ordered by Kent Library before shipping to the library. Other materials which arrive unbound in Technical Services are reviewed for binding using established criteria.

Material to be placed in the "Y", "IM", Documents, and Reference Collections, as well as any material considered serials, are reviewed for binding by individuals in those areas. All other unbound material is reviewed by appropriate Technical Services staff for possible binding. The physical arrangement of an unbound item, price, subject matter, and timeliness are criteria considered in making a binding

decision. Paperbacks such as textbooks, foreign language resources, computer programming language manuals, and items of low anticipated usage usually are not bound.

Most back issues of periodicals are bound unless replaced with microform. Factors affecting the decision to bind or replace with microform include loss or mutilations of issues, indexing, availability of microform, cost of microform versus binding cost, format of the periodical, and space considerations.

Rebinding of Monograph Materials

In conjunction with other library staff, the Collection Development Librarian will review each item under consideration for rebinding. If the resource cannot be repaired "in house," then such considerations as overall condition, demand, availability of a replacement, collection depth within subject area, and cost will all be weighed before sending the item through Technical Services for rebinding.

Continuations

"Continuation" is a general term for nonperiodical publications issued in successive parts at regular or irregular intervals. Included are annuals, proceedings, reports, numbered monographic series, and other similar publications. These publications make up an important part of a library collection because they provide an ongoing continuum of up-to-date information. Continuations include serials, series, and sets.

Serials

A serial is any publication issued in successive parts, appearing at intervals, usually regular ones, and intended to be continued indefinitely. In most cases Kent Library distinguishes periodicals from serials by frequency of issue with a "periodical" having four or more issues per year, and a "serial" having three or fewer issues per year.

Series

A series is composed of successive volumes in a uniform style, usually related to each other in subject matter and bearing a collective series title.

Sets

A set is a group of publications associated by common publication or authorship, which form one unit, and issued in a uniform style. A set may be by one author, or concerned with one subject.

The usual method of acquiring continuations is by standing order. Simply stated, a standing order is a request to the publisher to send each new volume of a serial, series, or set to Kent Library as soon as the material in question has been published.

Gifts

Kent Library welcomes the donation of books and other material for its collections, provided the donated resources remain consistent with the policies and mission set forth in the library collection development plan. Although donated material is appreciated, it must be clearly understood that donated items will not automatically be added to the library collection. Gifts will be carefully reviewed for their overall contribution to the library's mission.

Donated material does have a financial impact on the library. Processing costs in terms of material, computer time, and personnel, must all be weighed before placing a possible gift in the appropriate library collection. From the outset, if a gift is obviously not suited for the collection, the appropriate librarian will assist the prospective donor by discussing other possible alternatives for the material.

All accepted gifts will be acknowledged by the Library Director and become property of the library. In receiving such gifts, Kent Library accepts no responsibility for appraisal valuation. If, after careful review, the material does not complement the selection criteria for collection development or the mission of Kent Library, the library staff will deal with the gift in an appropriate manner.

In the case of gifts which are added to the library collection, the material will be processed and treated as any item acquired through purchase. Examples of gift material which are likely to be cataloged and placed in the appropriate collection are the following:

* Material which naturally enhances the library's mission in support of the university's curriculum.

* Local or state historical material.

* Material with research potential.

* High use items.

* Special Collection material.

Donated items which receive low priority for inclusion into the library collection are:

* Foreign language material which does not support the foreign language curriculum or substantially benefit individuals involved in the university's international studies program.

* Religious or spiritual literature of limited curriculum or research potential.

* Older editions of monographs already in the stacks.

* Material considered duplicate copies of rarely used items.

* Genealogical material (usually referred to Cape Girardeau Public Library).

* Materials in poor physical condition.

* Literary materials by authors which are not identified in Kent Library's "Literary Author's List."

* Mass market paperbacks.

* Critical material on particular authors whose works are not listed in the library collection.

* Material which is considered only "part of the whole" with little likelihood of receiving or purchasing the remainder of the series or set.

In the case of inappropriate material, once a gift becomes the property of Kent Library, the general procedure for handling the unwanted item is as follows:

1. Donate the gift to a Southeast Missouri library.

2. Donate the gift directly to Cape Girardeau Public Library or other area public libraries as either an addition to their collection or for book sale material.

3. Gifts of periodicals and books may go into the library's duplicate exchange program, a cooperative enterprise

between Kent Library, serial vendors, and other libraries.

4. If the gift material is not accepted by another library or a vendor, then the item is discarded.

The library will not appraise gift items. Any appraisal information used by the donor for tax purposes is the responsibility of the donor. The library accepts no responsibility for the valuation of any gift resources, and its actions will remain consistent with all laws and regulations involving library donations. At this writing, the Tax Reform Act of 1984 clearly dictates the responsibilities of the acquiring library and donor in all such transactions.

Financial donations are accepted by Kent Library, subject to the policies and guidelines set forth by the university administration. For the majority of monetary donations, the library reserves the right to use the funds for planned purchases in collection areas of need.

Textbooks

Textbooks, as defined in this policy statement, are works in which the published form clearly indicates their intended use as teaching aids. Textbooks are purchased for the library's general collection primarily through individual departmental requests and funded through the requesting department's regular library allocation.

Although individual faculty and departments may initiate textbook requests and have such resources added to the library collection, it is the opinion of the Kent Library Collection Development and Management Committee that textbook purchases should be requested only after careful consideration of the following:

* Often, textbooks duplicate information which is available elsewhere within the library collection and are subject to frequent revision.

* Generally, textbooks are a survey of a subject and become outdated quickly. Their suitability is based upon timeliness in respect to the particular discipline.

* Space limitations in stack areas mandate that multiple copies or editions not be retained.

On the other hand, textbooks which represent a main "body of knowledge" or are considered classics in their field are certainly a positive addition to the library collection.

It is important to assess the number of copies and editions of any single textbook title located in the stacks. In most cases, only single copies of the latest and next to latest editions of a textbook are maintained in the general collection. As multiple copies and editions of reserve material are moved to the general collection these items will be reviewed by the Collection Development Librarian before being placed in Kent Library's general collection or discarded.

Duplicates

The purchase of more than one copy of a title may occasionally be required to meet the special needs of a specific course or university program. The purchase of duplicate copies is not generally encouraged by Kent Library's Collection Development and Management Committee due to space and budgetary considerations. These same concerns are also determining factors in regard to gift material. In most cases, the library requests that general departmental allocations be used in such a manner as to distribute coverage within a subject collection to meet the ever expanding informational needs of the individual departments.

However, there are special situations where it may be necessary to purchase duplicate copies to support user or collection needs.

* Reserve material must often be duplicated to meet the needs of a large number of students seeking a single title. When this occurs, a ratio of 12-15 students per copy is used as a standard guide.

* Excessive demand for materials on certain subjects sometimes requires the duplication of existing material.

* The SEMOS Collection generally requires a second copy in addition to the item in the general collection. If donation is not forthcoming the library purchases an additional copy.

* Items susceptible to theft may need to be duplicated.

* Major reference tools may be duplicated after strict review by the Collection Development and Management Committee.

The transfer of material from the Reserve Area to the general stacks will be reviewed on an individual basis by the Collection Development Librarian, in conjunction with the Circulation Supervisor and appropriate faculty, before automatically shifting all duplicate copies to the general stack area.

Foreign Language Material

Budget considerations and the library's collection development philosophy demand that the university's curriculum receive the highest funding priorities. As a general guideline, the library purchases materials in foreign languages when such purchases come directly from a departmental allocation and the following criteria are met:

* Supports curricular foreign language needs.
* Is a literary or philosophical classic in the original language.
* Has illustrations which are of overriding importance.

Other materials outside the above criteria will be considered on an individual basis.

The library may also purchase foreign language newspapers, periodicals, and particular reference sources such as dictionaries to assist the university's international students. General informational material for international students must continually be measured in light of resource cost and the number of international students to be aided by any specific purchase.

Replacements

Library material considered missing, lost, or which has been withdrawn because of mutilation, is not automatically replaced.

Monographs

In the case of monographs, a replacement decision will be made by the Collection Development Librarian depending upon use, faculty concern, status of new editions, nature of subject

collection "surrounding" lost material, date of publication, availability of a replacement, and current budget considerations.

Periodicals

Decisions concerning missing issues of specific periodicals are made in relation to guidelines within the Periodicals area. In general, every effort is made to replace missing issues of periodicals to be bound before binding occurs. When missing issues are not available for replacement, periodicals may be bound as incomplete volumes or replaced by microform. Missing volumes will be replaced if the value in terms of indexing and curricular emphasis in the particular subject field warrants maintaining a complete run.

Special Facsimile Material

Special facsimile material is not simply a reproduction. These items frequently have unique lettering or binding and/or other exceptional features which often cause the cost to be excessive in relation to content or curricular support.

The purchase of these special materials must be viewed in light of departmental priorities and budget considerations, as well as library collection policies and guidelines.

These requests should be carefully reviewed by the appropriate department before they are forwarded to the library. The Collection Development and Management Committee will review the purpose for buying such material and decide if the facsimile should be maintained in the stacks or placed in one of Kent Library's special collections.

Superseded Editions

Because of differing subject content and timeliness of material, no specific criteria or procedure is established for reviewing older editions of resources. However, to update the Kent Library collections it is necessary to evaluate, when opportunity exists, any superseded editions within a subject area for possible withdrawal from the library collection.

Out-of-Print Materials

Departmental requests for out-of-print materials are managed in a special acquisition procedure. It is understood that certain standard works in a subject field need to be purchased or replaced to maintain adequate subject collection coverage.

When departmental material requests cannot be located through regular acquisition channels, the requests are returned to the requester with the indication that the materials are out-of-print. The requester or the department should carefully weigh the need for the item against the time and expense necessary to acquire it.

Generally, one vendor or jobber is selected by the Technical Services Department and a list of titles is sent to that vendor. The vendor is given a year to locate the out-of-print material. If materials are not acquired when time expires, the unfilled orders are placed with a second out of print dealer. If after these two attempts the material has not been obtained, the request is returned to the requester as unfulfillable.

INTERLIBRARY LOAN

At Southeast Missouri State University, interlibrary loan primarily supports the university's research activities and is an integral part of Kent Library's overall collection development philosophy. An interlibrary loan is any transaction in which library material is made available by one library to another upon request. Interlibrary loan service is a means by which Kent Library may obtain special materials which are not to be added to the permanent collection due to minimal usage, high cost, or low institutional priority. The service may also provide requesters with material which may not be immediately available through library acquisition. In Kent Library, interlibrary loan service is offered by Public Services, under the regulations established by the Interlibrary Loan Code of the American Library Association. The Code delineates the general purpose, scope, and conditions of loan as well as the responsibilities of both the borrowing and lending libraries.

Use of interlibrary loan supplements the existing collection and is not a substitute for on-site collection development. The interlibrary loan staff is aware of specific duplicate loan requests or other general patterns of material requested on loan and assists the Collection Development Librarian in reviewing such material for possible addition into the collection.

It should be remembered that the spirit and intent of any interlibrary loan service is to complement the resources of the local library and not to provide the majority of material needed for a research project.

Kent Library's interlibrary loan service focuses primarily on the needs of the faculty and graduate students. Within defined limits, upper level undergraduate study also may be supplemented by the service. Undergraduate students are encouraged to exhaust on-site informational sources before requesting use of interlibrary loan. In most cases, the university library will provide the needed resources for undergraduate research. If this is not the case, the library staff recommends that the student discuss the problem with the appropriate professor. In many cases, especially with introductory level course work, an instructor may suggest shifting or broadening a student's research topic. If, after consultation, the research needs still cannot be met locally, an undergraduate student should obtain the signature of the appropriate class instructor, after which the request will be processed. In cases of community generated interlibrary loan requests, each request is evaluated independently by the Interlibrary Loan Office in terms of the university's mission

to the region and Kent Library's primary commitment to the university community.

Interlibrary loan users are reminded that the current copyright laws are to be observed when handling material received from other lending institutions.

Detailed interlibrary loan instructions and forms are located at the Reference Desk.

Departmental Library Profile

In the past, the Kent Library Acquisitions Policy has simply stated, "department allocations are to be based on the library needs of each department." The term "needs" currently refers not only to programs of instruction, but also materials for research as well as resources needed to meet the standards for professional and accrediting agencies of the various departments. Within this broad acquisition policy, a more definite statement reflecting each academic department's collecting goals and directions is needed. The eventual selection of one item for purchase and the rejection of several others because of budgetary constraints or departmental philosophies assumes a plan or direction. It is this plan which a collecting policy seeks to identify.

Kent Library's Collection Development Policy is being devised as a guide to assist the library and the departments in exercising their collection development responsibilities. Logic suggests that any library collection development policy should be comprised of the collecting priorities of academic programs, with departmental collection development functioning as a direct service to and a significant part of the academic process.

Each academic department is requested to review the nature and scope of its present and future curricular support needs, instructional priorities, and research emphasis in relation to its library selection priorities and to develop a Departmental Library Profile which will become a part of Kent Library's Collection Development Policy. This departmental collection planning procedure is not meant to be a search for weaknesses within the department's subject collection, but rather a defining of desired collecting directions and proposed strengths.

Plans to strengthen, de-emphasize, or cancel academic programs must include considerations of library resources. By defining a departmental collection development goal, and the objectives, or collecting priorities of the department in support of that goal, library funds may be used to give direct support of the departmental curriculum and research needs.

The Departmental Library Profile reflects the university's need for more long range planning of library acquisitions. As university programs multiply, it is important Kent Library begins to plan further ahead, define departmental priorities, and attempt to meet departmental goals and objectives in a planned sequence.

(Rev. 2/18/87)

Departmental Library Profile Form

Department_____ College_____

After discussion with the faculty in your department, please fill out this form and return it to: **Ed Buis, Collection Development Librarian, Kent Library.**

I. **Departmental Collection Development Goal:** (The library desires a statement concerning your department's library resource collecting philosophy over the next three academic years. It can be a general statement identifying priorities in collecting, emphasis on journals, books, or non-print material, research, and curriculum emphasis.)

II. **Departmental Collection Development Objectives:** (The library requests your general statement be broken down into specific objectives. What specific subjects within your department's responsibilities should be emphasized and in what order? Graduate or undergraduate emphasis? New research projects? Chronological coverage? Resource formats to be collected? Geographic coverage? Timeliness? Language?)

III. Projected New Programs or Activities. Also Internal, External, or Accreditation Review Schedule.

(This section provides the opportunity to plan for future new programs or reviews. The further ahead the library may plan, the better success we may have in finding the resources needed for support of the new activity.)

Year of Implementation or Review	New Program or Review	Explanation of Request
1988		
1989		
1990		
1991		
1992		

(Rev. 2/11/87)